

MILPERSMAN 1301-710

COMMAND POLICIES AND PROCEDURES – ACTIVE COMPONENT CHAPLAIN CORPS OFFICER SCREENING AND ASSIGNMENT TO COMMANDER AND CAPTAIN MILESTONE BILLETS

Responsible Office	NAVPERSCOM (PERS-4414)	Phone:	DSN COM FAX	882-4092 (901) 874-4092 882-2676
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1730.7D (b) SECNAVINST 5351.1 (c) CNO memo 1300 Ser 3U-146055 Milestone Billet Decision Memorandum (d) Joint Travel Regulations (JTR)
-------------------	--

1. Background

a. Per references (a) and (b), the Office of the Chief of Naval Operations (OPNAV), Chief of Chaplains (N097) is the Department of the Navy's Director of Religious Ministry and the Chaplain Corps (CHC) community leader. OPNAV (N097) is responsible for providing advice to Navy leadership on the organization, utilization, and distribution of CHC officers and to the Chief of Naval Personnel for screening boards for CHC milestone billets. Reference (c) lists the milestone billets for commanders and captains and can be found on the CHC detailer Web page on the Navy Personnel Command Web site.

b. Officer communities may designate a limited number of their billets as milestones which represent positions of leadership analogous to command. Similar to the command screening process, milestone screening identifies individuals whose records indicate that they possess the leadership abilities required to successfully execute the duties associated with commander and captain milestone billets. Screening for milestone duty is based on determinations of who is best and fully qualified, and no officer will be disadvantaged because of their race, religion, color, gender, or national origin.

2. Milestone Board

a. The milestone screening and selection process is completed by a formal administrative board. Navy Personnel Command (NAVPERSCOM), Chaplain Assignment and Placement Branch (PERS-4414) or a designated alternate serves as the board sponsor. At a minimum, the board membership shall consist of the following:

1	CHC flag officer who serves as the president and senior member;
1	CHC captain who has an additional qualification designation (AQD) for a captain milestone tour; and
5	Unrestricted line captains.

b. No officer may serve on two consecutive boards as a member.

3. Eligibility

a. CHC officers in the grade of commander or selected for promotion to commander, and whose names appear on the commander promotion list are eligible to have their records screened at the next milestone board conducted. Commanders who have failed to select for captain are not eligible for commander milestone billets.

b. CHC officers in the grade of captain are eligible to have their records screened at the first milestone board after serving 12 months in the grade of captain.

c. CHC officers with approved resignations or retirements are not eligible. CHC officers with a statutory retirement date within 36 months after the milestone screening board are not eligible. CHC officers who have failed to successfully screen after three opportunities are no longer eligible.

d. Eligible officers shall be notified of their eligibility by Navy Personnel Command (NAVPERSCOM) (PERS-4414), and may send letters to the board per MILPERSMAN 1420-010.

4. **Board Screening Process**

a. NAVPERSCOM (PERS-4414), in consultation with the Chief of Chaplains (N097), shall establish the number of CHC officers that may be selected by the board. The number may be 15 to 20 percent larger than the number of anticipated vacancies in milestone assignments in order to allow slating in compliance with MILPERSMAN 1301-104.

b. Eligible CHC officers shall have their official military personnel file (OMPF) screened by three consecutive boards.

c. NAVPERSCOM (PERS-4414) shall maintain a roster of CHC officers who have been selected for milestone duty.

d. Selected CHC officers shall remain on the milestone roster subject to the conditions of paragraph 9.

5. **Milestone Slate**

a. NAVPERSCOM (PERS-4414) shall prepare milestone slates recommending assignment of officers to respective billets per MILPERSMAN 1301-104. The purpose of the slate is to ensure that milestone billets are filled by milestone screened officers and to ensure that an officer's experience, qualifications, and other factors, as determined by OPNAV (N097), are appropriate for the intended milestone assignment. OPNAV (N097) shall review the milestone slate, amend it as necessary, and approve the slate prior to assignment.

b. CHC officers who are nominated or interviewed for a milestone assignment, but not approved by the gaining command will remain on the roster available for nomination to another milestone assignment.

c. Beginning in FY 2017, officers placed on the milestone roster and selected for a milestone assignment must complete the Naval Chaplaincy School and Center's Professional Naval Chaplaincy Advanced Leadership Course (CIN #V-5G-4304, CDP # 07A1).

6. **Needs of the Navy.** Needs of the Navy may sometimes require assignment of a CHC officer to a milestone billet, who has either never been screened for a milestone billet, or has failed to be selected by a milestone board. The milestone screening

board shall review the individual's record and make a decision on placing the officer's name on the milestone roster. Assignment of an AQD is pursuant to the standards outlined in paragraph 8.

7. **Milestone Tour Lengths.** CHC milestone tour lengths are governed by joint tour length requirements and officer distribution guidelines pursuant to reference (d) and MILPERSMAN 1420-010.

8. **AQD**

a. To receive milestone credit and the associated AQD, an officer must appear on the milestone roster, complete a minimum of 18 months in the assigned milestone billet, and must not have an OMPF that indicates misconduct or substandard performance as defined in MILPERSMAN 1611-020.

b. Time accrued from separate milestone tours may be combined to meet the 18 month requirement, if the records from both assignments do not indicate misconduct or substandard performance as defined in MILPERMAN 1611-020. Officers who accrue the 18 months from separate milestone tours will be awarded the AQD from the tour of greater length.

c. Officers who are assigned to milestone tours with different AQDs are eligible to receive more than one AQD if they meet the 18 month minimum for each assignment.

d. Officers are required to contact NAVPERSCOM (PERS-4414) to request assignment of the AQD. NAVPERSCOM (PERS-4414) is responsible for assigning the AQD.

9. **Removal of Names from Milestone Roster**

a. CHC officers on the milestone roster who are nominated and approved for a milestone assignment, but decline the assignment for reasons other than approved NAVPERSCOM waivers (i.e., Exceptional Family Member Program, overseas screening failure, etc.), shall be removed from the milestone roster.

b. Chaplains on the milestone roster who submit a request to retire shall be removed from the milestone roster.

c. The milestone screening board shall screen the OMPF of

each officer whose name appears on the milestone roster and whose OMPF indicates misconduct or substandard performance, as defined in MILPERSMAN 1611-020. The board is authorized to remove the officer's name from the milestone roster.

d. Officers selected for promotion to the next rank, officers who fail to select for promotion to captain, or officers who are within 36 months of statutory retirement shall be removed from the milestone roster.

e. NAVPERSCOM (PERS-4414) shall notify officers whose names have been removed from the milestone roster.